



County of York

District Attorney's Office Legal Secretary/Discovery Assistant Superior Court Internal Job Posting

Position: Legal Secretary/Discovery Assistant – Superior Court

Status: Part-time (16-20 hrs week)

FLSA: Hourly / Union

Rate of Pay: Pay Grade 5 – M.S.E.A. Scale - \$15.03/hour

Reports to: District Attorney or Designee

Purpose of the Position

This part-time Legal Secretary/Discovery Assistant position will assist the District Attorney and staff with the efficient and accurate processing of all Superior Court discovery and documentation

Scope/Supervision

Works under the general supervisor of the District Attorney and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations and state laws.

Responsibilities and Examples of Duties

1. Preparing and pulling discovery in preparation of trials.
2. Working in conjunction with the trial manager to ensure all discovery is properly prepared and distributed.
3. Working in conjunction with the grand jury manager with all pre-indictments.
4. Ability to travel to various District Court satellite offices on a daily/weekly basis as needed.
5. Works as a liaison with the public, police departments and court personnel.
6. Other duties as may be assigned from time to time by supervisory personnel.

Knowledge, Skills and Abilities

High School graduate or equivalent required. Direct public contact service experience helpful, but not required. Must possess professional and courteous demeanor. Valid driver's license required.

Applications for this position can be picked up at the York County Management building located at
149 Jordan Springs Road, Alfred, Maine or on the County of York website:

www.yorkcountymaine.gov

Completed Applications can be emailed to lmcorliss@co.york.me.us

Faxed to 207-324-9494

Mailed to Attn: Linda M Corliss

Human Resource Director

York County Government Building

45 Kennebunk Road, Alfred, ME 04002

York County is an equal employment opportunity employer.

This posting will expire on Friday, November 21, 2014 @ 3 pm
